



DELAWARE JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit Rules)

**Posting #AOC0401N12**

**ADMINISTRATIVE SPECIALIST II**

**Opening Date:** April 5, 2012

**Closing Date:** April 16, 2012

**A Vacancy Exists**

**Salary:** \$27,186 - \$33,983 per year (Minimum - Midpoint) Pay Grade 8\*

**Recruiting For:** **Child Placement Review Board**

**Location:** City of Wilmington (**Please check this location on your application**)  
Carvel State Office Building

---

\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** This is the second level administrative specialist work organizing and coordinating administrative activities in support of a variety of activities of the Child Placement Review Board (CPRB). This employee reports to the Executive Director of the Child Placement Review Board and performs support services of a diverse and complex nature.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. Experience in using Microsoft® Office 2007:
  - a. **Word Documents:** Creating and formatting tables, columns, graphics, and merging information between different documents or applications.
  - b. **Excel Spreadsheets:** Recording and arranging data for the purpose of creating graphs and charts, as well as analyzing and utilizing the data.
  - c. **PowerPoint:** Creating and modifying professional PowerPoint presentations.

2. Ability to work with and/or manage other applications:
  - a. **SQL Database:** Entering data accurately, generating accurate standardized reports, and creating and modifying SQL queries.
  - b. **Web Page:** Working with Information Technology staff to manage the CPRB web page.
  - c. **Facebook:** Maintaining CPRB Facebook page.
3. Experience in coordinating office activities such as planning and organizing meetings or conferences; creating meeting minutes or notes; drafting correspondence; creating filing systems; maintaining office records and files; and ensuring agency deadlines are met.
4. Experience working independently while completing required tasks.
5. Ability to communicate courteously and effectively with individuals from diverse social and economic backgrounds, both verbally and in writing,

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft© Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.aoc@state.de.us](mailto:apps.aoc@state.de.us) (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 

Administrative Office of the Courts  
New Castle County Courthouse  
500 N. King Street, Suite 11600  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary  
An Equal Opportunity and Affirmative Action Employer**